



## THE STATE BAR OF CALIFORNIA COMMITTEE OF BAR EXAMINERS/OFFICE OF ADMISSIONS

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### EXAMINATION ADMINISTRATION RULES, POLICIES AND PROCEDURES

Failure to follow oral and written instructions while the examination is in session will result in notice to the Committee of Bar Examiners (Committee) of a violation of examination rules in accordance with the provisions of Title 4, Division 1, Chapter 6 of the Rules of the State Bar of California (*Admissions Rules*). Conduct that results in a violation of security or disrupts the administration of the examination, which includes, but is not limited to, carrying unauthorized items into the examination room (such as cell phones), writing or typing after time has been called, looking at another applicant's papers, talking while the examination is in session, being abusive to other applicants, staff, proctors and/or other examination personnel, will result in the issuance of a Chapter 6 Notice and notice to the Committee of a violation of examination rules or, in some cases, dismissal from the examination test center. If applicants are found with unauthorized items, such as cell phones, smartphones, notes, etc., in the examination room or the secure examination area, they will receive a score of zero for the examination session and any additional sanctions the Committee may impose, as well as having the item confiscated and not returned. Applicants are expected at all times to maintain a professional attitude toward other applicants, staff, proctors and other examination personnel. Behavior that is disruptive will be reported to the Committee for whatever action it deems appropriate.

**During the written sessions, you may bring only the following items into the examination room without prior approval; all items are subject to inspection:**

1. Pencils and pens;
2. Silent analog watches, non-digital timers and clocks measuring 4" x 4" or smaller;
3. Rulers;
4. Paper clips;
5. Highlighters (must not be used on answers);
6. Inhalers;
7. Disability-related items that have been approved through the testing accommodations petition process;
8. Eyeglasses (no case);
9. Ear plugs or plastic material normally associated with the sport of swimming (must not be connected);
10. Feminine hygiene items;

11. Medicine;
12. Diabetes-related equipment (not food/drinks);
13. Government-issued ID;
14. Cash, credit/debit cards that might be needed for the lunch break (you are not allowed to bring a wallet into the test center); and
15. Keys.

You may also bring:

1. The admittance ticket with no writing on it;
2. Back Support;
3. A pillow without a case;
4. One bookstand;
5. One foot rest;
6. Splints and braces;
7. Crutches;
8. Wheelchairs;
9. Casts;
10. Hearing aids;
11. TENS units; and
12. Laptop accessories: separate keyboard, mouse (wired or wireless), laptop riser/stand no higher than 4" and solid color mouse pad with no writing on it.

Any items not listed above are prohibited and if brought into the examination room either on purpose or inadvertently, the applicant will receive a Chapter 6 Notice. In addition, the items will be confiscated and not returned.

**PLEASE NOTE: During the MBE sessions, you may not bring pens, rulers, paper clips, highlighters, back supports, pillows, bookstands or foot rests into the examination room.**

**Pencil sharpeners and separate erasers will not be allowed into the examination room. Applicants should bring several sharpened pencils.**

Applicants who wish to bring items into an examination test center that are not listed above (for either the written or MBE sessions) must file a petition for testing accommodations using the Committee's forms in conformance with the Committee's policies and deadlines. (This includes back support, pillows and foot rests during the MBE sessions.) Permission to use specific items will not be granted as a matter of convenience or preference. Applicants cannot bring gum, candy or other food or drinks into the examination room. Water will be available nearby.

## **START TIMES**

First-Year Law Students' Examination: Applicants using laptop computers must be seated no later than 7:20 a.m. All applicants must be seated no later than 7:30 a.m. The examination will begin immediately following the instructions.

California Bar Examination: Applicants using laptop computers must be seated no later than 8:20 a.m. All applicants must be seated no later than 8:30 a.m. The examination will begin immediately following the instructions.

## **LATE ARRIVALS TO TEST CENTER**

Applicants who arrive at the test center after one hour of testing has elapsed will not be permitted to enter the test center.

## **EXAMINATION ATTENDANCE POLICY**

If an applicant does not attend a required, scheduled examination session, the applicant will not be permitted to attend any remaining examination session(s). Applicants must make a good faith attempt to complete each portion of the examination for which they are present. An applicant's attempt to circumvent security procedures may lead to voiding the applicant's attendance at a session and the prohibition to attend any remaining examination session(s). Applicants taking the Attorneys' Examination are excused from the Wednesday sessions and will be allowed back into the examination test center on Thursday morning if they were present for both sessions on Tuesday.

## **TEST CENTER ENVIRONMENT**

While every effort will be made to keep the environment of the test center comfortable, there are times when events happen beyond the control of the Committee. For instance, the temperature of the test center may fluctuate due to the weather or the test center's cooling/heating equipment. Therefore, applicants should be prepared for either warm or cold temperatures. Additionally, efforts will be made to keep the test center quiet, but there may be forces outside the control of the Committee so that such an environment cannot be guaranteed. Applicants should come prepared to accommodate other noises, such as those made by other applicants taking the examination, equipment inside or outside the test center that may make sounds while operating, other meetings or conventions in the same facility, etc. Ear plugs are strongly recommended.

## EXAMINATION TEST CENTERS

**Smoking is prohibited at test centers located in buildings that do not allow smoking in accordance with city ordinance.**

Applicants must select the test center in which they wish to take the examination. Assignment, however, to a selected test center is not guaranteed. Only a limited number of applicants can be accommodated at each test center. Priority of assignment to the test centers will be based upon the date of receipt of **complete** applications.

If after filing the application form, applicants are granted accommodations, in most cases but not all, they will be assigned to a testing accommodations test center in the general area of their first choice.

## GENERAL INSTRUCTIONS FOR THE EXAMINATION

1. After an applicant has been found eligible to take an examination, he/she will receive an admittance ticket, which contains the applicant's application number and file number. The applicant should not write anything on the ticket and all applicants are required to show their tickets to the proctor when they enter the test center. Applicants must keep it in their possession throughout the duration of the examination.
2. If items other than those allowed are brought to the test center, applicants will be required to leave them at their own risk outside of the examination area. The Committee assumes no responsibility for the safekeeping of items that applicants bring to the test center. Applicants are not permitted access to those items while the examination is in session.
3. Applicants should bring any permitted personal items, e.g., medication, hygiene items (i.e., eye solution and feminine necessities) and other necessities, into the examination area in a small, clear plastic bag.
4. All applicants are assigned to particular rooms in particular test centers. Signs will be posted showing seating assignment by examination application numbers. Applicants must occupy the same seating space throughout the examination.
5. Upon arrival at their seats, applicants will find an identification badge that will be their identification credential during administration of the examination. The badge must be fastened so it can be easily seen by the proctors. Applicants will be told to relocate the badge if it is not placed appropriately. Applicants at standard test centers must leave the badge at their seats during the lunch break.
6. At some time during administration of the examination, applicants will be required to provide their fingerprints. If an applicant refuses to provide the required fingerprints, a Chapter 6 Notice will be issued to him/her, in accordance with the policies and procedures established by the Committee.
7. At some point during the examination, applicants will be asked to show a government-issued ID card that has their photograph (Driver's License, California Identification Card, Passport or employment badge) for the purpose of verification of identity. Applicants must carry this photograph ID card at all times during the examination.

8. At the beginning of the essay and Performance Test portions of the examination, applicants will be asked to enter the date and their applicant numbers in large bold figures in the designated areas on each of their answer book covers. Applicants must not write anything else, such as notes or outlines, on their answer book covers. A code number will be assigned and stamped on each of the answer book covers before the portion containing their personal information is removed prior to grading. Thereafter, answers are identified by code number only; nothing about an individual applicant is known to the Graders.
9. Applicants are not allowed to make notes from memory prior to the start of the examination session. Scratch paper will be distributed for the essay and PT sessions of the examination. Scratch paper is not permitted during the Multistate Bar Examination (MBE) portion of the examination.
10. There is a separate answer book for each written question of the examination, which is numbered to correspond to the number of the question. Applicants handwriting their answers must be certain that their answers to Question No. 1 are in the book for Question No. 1, etc. Answers written in a wrong book (or typed in the wrong question screen) require special handling and the grading of an applicant's answer could be delayed as a result.
11. If applicants need additional scratch paper or lined paper to write their answers during the examination, they should raise their hands and a proctor will provide them with what they need. Nothing written on scratch paper will be graded.
12. If applicants are handwriting, they should do so as legibly as possible. Ballpoint pens, with blue or black ink, must be used to write their answers. Answers written in pencil are not acceptable. Only pencils, however, may be used for the MBE portion of the examination. Neither highlighters nor white-out may be used on applicants' answers.
13. All answers to the MBE portion of the examination must be placed on the answer sheets provided. Extra time to transfer answers will not be granted. Only answers marked on the answer sheets will be graded.
14. Examination questions and used scratch paper may not be taken out of the examination room. After completing the examination, applicants must place all examination questions and used scratch paper in the envelopes provided by the Committee and they will be collected by a proctor.
15. If applicants handwrite their examination answers, it is their responsibility to turn in their written examination answers to the proctors. If an applicant leaves a test center with his/her answers, the answers will not be graded.
16. The examination is electronically timed and the official time is kept by the announcer. Applicants are encouraged to keep track of their own time; wall clocks are not provided. During the instructions at the beginning of each session, applicants will be advised of the courtesy time warnings that will be given. Any failure on the part of the announcer to give the planned warnings will not affect the outcome of the examination or the grading process.

17. Timing devices, i.e., watches and clocks, brought into the examination test centers are to be used solely for the determination of the passage of time. They cannot have a digital display, must be absolutely silent and cannot be larger than 4" x 4". Timing devices that are programmable and/or that make noise are not permitted. If found, they will be confiscated and not returned, and the applicant will receive a Chapter 6 Notice.
18. Writing and typing of answers must be completed when time is called. Please note that extra time is not granted to any individual applicant for any reason. If an applicant attempts to write anything after time has been called, he/she will receive a Chapter 6 Notice.
19. Restrooms and water will be available at each test center. Applicants should use the facilities before taking their seats so they do not miss the instructions prior to the start of each session. Extra time to use the restroom will not be granted. Applicants will not be permitted to use the restroom or leave their seats during the last several minutes of the examination (5 to 15 minutes depending on the session). After time is called, applicants will not be permitted to use the restroom or leave their seats until all materials are collected and inventoried. If an applicant fails to remain seated after being advised to do so or while the examination materials are collected and inventoried, he/she will receive a Chapter 6 Notice.
20. If an applicant leaves his/her seat for any reason, he/she should be considerate of others who are taking the examination and who may be disturbed by the scraping of chairs, heavy footsteps, or conversation just outside the examination area.
21. If an applicant leaves the secured examination area during the examination session, he/she will not be permitted to return for the purpose of completing his/her examination answers.
22. At laptop computer test centers, laptop computers may not be disconnected from electrical outlets or removed from the examination hall while the examination is in session, even if the applicant has completed the examination for that session. Applicants must wait until the examination session has concluded and applicants are dismissed before retrieving their machines.
23. The proctors' chief function is to proctor the examination; however, if summoned, the proctors will attempt to assist with any problems that may arise.
24. If there is an emergency of any kind, applicants should remain seated and wait for instructions on how to proceed, which will be provided.

## **LAPTOP COMPUTER USERS**

After applicants receive their admittance ticket, they are eligible to have their laptop computers certified for use during the examination. The required security software must be downloaded onto their computers and the certification process must be completed prior to the first day of the examination. The Laptop Computer Program Bulletin for each examination, which is found on the State Bar's website, contains the details for participation in the program. Technical assistance will not be available at the test centers. Applicants must be

prepared to handwrite their examination answers if the software or their computers are not working.

If applicants use laptop computers to take the examination, it is their responsibility to timely upload their exam files containing their answers. For the First-Year Law Students' Examination, there is one (1) exam file containing answers to four (4) essay questions. For the California Bar Examination, there are four (4) exam files (1 for each of the four written sessions of the examination) which contain answers to the six (6) essay questions and two (2) Performance Tests. All exam files must be uploaded in accordance with the published procedures, instructions and deadlines. If applicants fail to upload their answer files by the published deadline, a deduction of ten scaled points will be taken from their total written scaled score. If applicants fail to upload their answer files within two (2) weeks of the published deadline, they will be given a grade of zero (0) for each answer not uploaded timely.